



# TOWN OF VALDESE

NORTH CAROLINA'S FRIENDLY TOWN

P.O. BOX 339

VALDESE, NORTH CAROLINA 28690-0339

PHONE (828) 879-2120 | FAX (828) 879-2139 | TOWNOFVALDESE.COM

## **Grounds Maintenance Worker**

The Town of Valdese (approximate population 4,867) is located in the foothills of the Blue Ridge Mountains of Western North Carolina, 70 miles west of Charlotte, where the “foothills meet the mountains”. Founded in 1893 by twenty-nine Waldensian settlers from the Cottian Alps of Italy, we have a deep respect for our unique heritage which we celebrate annually with special events and festivals. We have a thriving downtown featuring specialty restaurants, shops and historic attractions. The Town provides a full range of municipal services.

Employee in this class performs a variety of responsible duties, building and grounds maintenance and related activities in support of public works operations. Duties include working grounds maintenance using power or deck mowers to mow Town-owned properties, maintaining flower beds, applying pesticides and herbicides, trimming shrubbery, etc.; assisting crew leader with facilities maintenance changing light bulbs, sanding and sealing doors, painting, and related maintenance tasks. Duties also include providing assistance to other divisions and departments such as installing and removing Christmas lights, providing traffic control for construction and installing and removing the swimming pool dome. Work involves the use of a variety of tools and light equipment. The employees are subject to working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as loud noises, vibration, moving mechanical parts, chemicals, fumes, and oils. Work may subject the employee to exposure to blood borne pathogens and is subject to the final OSHA standards. Work is performed under regular supervision and is evaluated through observation and inspection to determine the thoroughness in safely carrying out assigned duties.

### ***Education and Experience Requirements:***

Graduation from high school or equivalent. Experience in ground maintenance preferred.

### ***Special Requirements:***

Valid North Carolina Driver's License. Possession of North Carolina Class B CDL is desirable.

### ***Compensation and Benefits:***

The Town of Valdese offers a competitive salary commensurate with experience and qualifications. The starting salary for this position is \$28,930 D.O.E. The Town provides a comprehensive benefits package including health, dental, vision, life, and retiree health insurance; wellness program; Local Government Employees Retirement System (LGERS) contribution; annual vacation based on continuous years of experience and sick leave; paid holidays in accordance with the North Carolina State Holiday Schedule. Visit [townofvaldese.com](http://townofvaldese.com) for more details.

### ***Contact and submittal information:***

Town of Valdese  
P.O. Box 339  
Valdese, NC 28690

Resumes will not be accepted in lieu of a completed application. Applications and a full job description can also be obtained by visiting [www.townofvaldese.com](http://www.townofvaldese.com).

Deadline: Open until filled.

The Town of Valdese is an Equal Opportunity/ADA/Drug Free Workplace Employer.



## Town of Valdese MAINTENANCE WORKER

### I. Statement of Duties

Performs responsible unskilled work in solid waste collection, building and grounds maintenance and other related activities.

### II. Distinguishing Features of the Class

Employees in this class perform a variety of responsible duties, building and grounds maintenance and related activities in support of public works operations. Duties include working grounds maintenance using power or deck mowers to mow Town-owned properties, maintaining flower beds, applying pesticides and herbicides, trimming shrubbery, etc.; assisting crew leader with facilities maintenance changing light bulbs, sanding and sealing doors, painting, and related maintenance tasks. Duties also include providing assistance to other divisions and departments such as installing and removing Christmas lights, providing traffic control for construction and installing and removing the swimming pool dome. Work involves the use of a variety of tools and light equipment. The employees are subject to working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as loud noises, vibration, moving mechanical parts, chemicals, fumes, and oils. Work may subject the employee to exposure to blood borne pathogens and is subject to the final OSHA standards. Work is performed under regular supervision and is evaluated through observation and inspection to determine the thoroughness in safely carrying out assigned duties.

### III. Duties and Responsibilities

#### Essential Duties and Tasks

- Performs a variety of grounds maintenance tasks such as cutting grass using push and deck mowers; tilling, planting and maintaining landscaped flower beds; trimming shrubbery, and applying fertilizer, pesticides and herbicides.
- Assists crew leader with facilities maintenance; paints, sands and seals doors; changes light bulbs, and serves as helper on more complex tasks.
- Works on a crew to collect and dispose of yard waste; sorts through waste refusing items not allowed by the Town's collections policy; informs citizens of alternate disposal sites for refused items.
- Works on a crew to collect furniture, appliances and other items from the curbside; lifts heavy materials into bed of truck.
- Assists in washing, cleaning and light service of equipment.
- Assists with other public works crews or departments as needed.

#### Additional Job Duties

- Assists on other crews as needed. Performs related tasks as required.

#### **IV. Recruitment and Selection Guidelines**

##### Knowledge, Skills, and Abilities

- Working knowledge of the methods and techniques applied in unskilled manual labor.
- Working knowledge of standard hand tools, operation of light equipment, and materials used in assigned work.
- Working knowledge of the occupational hazards and applicable safety precautions associated with assigned work.
- Ability to establish and maintain effective working relationships with supervisors, coworkers and to work collaboratively with different divisions and departments.
- Ability to communicate effectively and respond courteously to citizens.
- Ability to provide limited training to temporary or substitute employees
- Ability to understand and follow specific oral instructions.

#### **V. Physical Requirements**

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing and repetitive motions.
- Must be able to perform heavy work exerting up to 100 pound of force occasionally and/or up to 50 pounds of force frequently and/or up to 20 pounds constantly to move objects.
- Must possess the visual acuity to operate light equipment such as mowers, trimmers, and small trucks in a safe manner and to determine the accuracy and thoroughness of work assigned.

#### **VI. Desirable Education and Experience**

- Graduation from high school or equivalent. Experience in grounds maintenance preferred.

##### Special Requirements

- Possession of a valid North Carolina driver's license.
- Possession of a North Carolina Class B Commercial Drivers License is desirable.

#### **VII. Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Town of Valdese reserves the right to assign or otherwise modify the duties assigned to this classification.

#### **VIII. FLSA Status**

This position is non-exempt.